

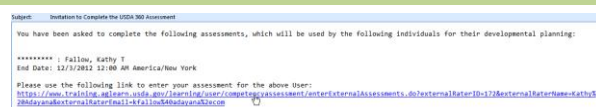
Notes

Completing the USDA 360 Assessment – External Raters

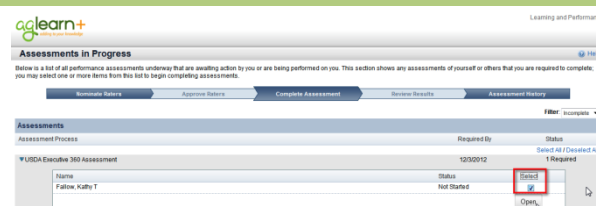
Once raters have been nominated and submitted by the employee to be assessed, external raters will receive an email with a link to the assessment process. Completion of the survey will take approximately 20 minutes.

Step Activity View

1. In your notification email, select the link that launches the survey.



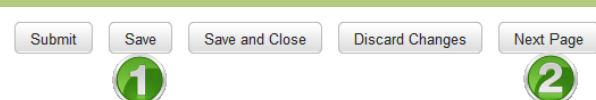
2. On the Assessments in Progress screen, select the user survey check box; then click **Open** to open the assessment survey.



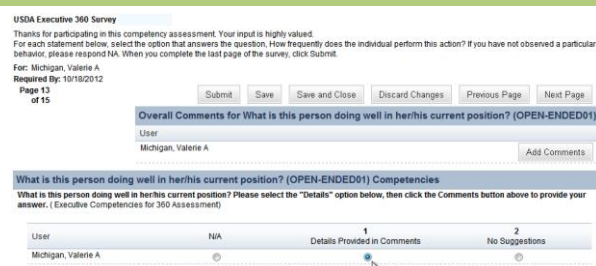
3. For each competency, select the option that answers the question, *“How frequently does the individual perform this action?”* If you have not observed a particular behavior, please select the N/A option.



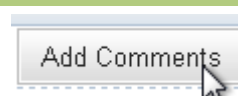
4. At the bottom of each page, select **Save** to save your work to this point; then select **Next Page** to move on to the next category of competencies. There are twelve pages of competency categories.



5. On page 13-15 of the survey, you will be asked to provide comments in answer to questions regarding the individual's competence in his/her current position. To provide comments, first select the **Details Provided in Comments** option.



6. Select the **Add Comments** button, just to the right and above the question.



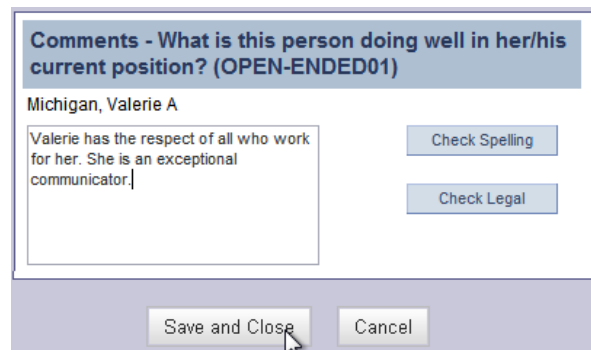
Each page of competencies contains a **Comments** button at the top of the page. You are not required to enter comments on each page, but will be asked to provide more specific comments at the end of the survey.

If you have no comments to make for an open ended question, select the **No Suggestions** option; then select **Next Page** to move on to the next question.

Notes

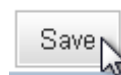
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7. Enter your own comments; then select **Save and Close**.
Note: If your comments are lengthy, you may wish to use the Check Spelling feature. If so, be sure to select **Resume Editing** before you select **Save and Close**.



After saving your survey, you can select the **Previous** button to review your answers, or continue on to the next and final steps.

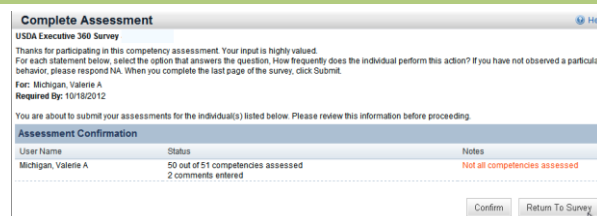
8. On the final page of the survey, select **Save** to save your comments.



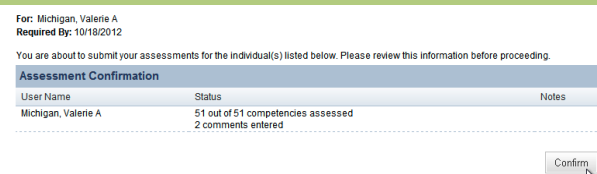
9. Select the **Submit** button to submit your survey.



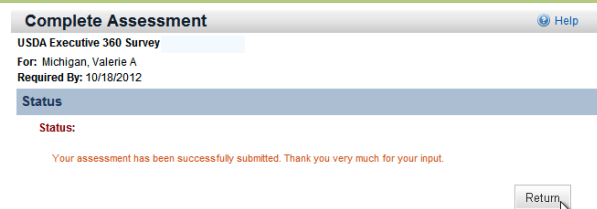
10. Review the **Status** and **Notes** section to be sure you selected an option for each competency. If not, select **Return To Survey** to make corrections.



11. If the Assessment Confirmation screen indicates that all competencies have been assessed, select **Confirm**.



12. The Status screen confirms that your survey has been successfully submitted. Select **Return**.



13. Close your browser window to exit the survey.

